

<p align="center">CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE</p>		Schedule No. M196
		Page 1 of 1
HOUSING AND COMMUNITY DEVELOPMENT		Division: COMMISSION ON LANDLORD-TENANT AFFAIRS
Item No.	Description	Retention
1.	Hearing Files Preliminary administrative decisions and hearing decisions.	Permanent. Transfer to the Maryland State Archives after 10 years.

Approved by Department, Agency, or Division Representative: Date <u>09-08-08</u> Signature <u>Barbara B. Matthews</u> Print Name <u>Barbara B. Matthews</u> Title <u>City Manager</u>	Schedule Authorized by State Archivist. Date <u>13 May 09</u> Signature <u>[Signature]</u>
---	--